

# Alabama Society of Professional Engineers

## BY LAWS

**Deleted:** Room 42, Engineering Building  
1919 8th Avenue South, Birmingham, Ala. 35294

### BYLAW I- MEMBERSHIP

Section 1. Applications for membership in the Society shall be submitted to National Society for processing. Any membership may be revoked by the Executive Committee or chapters for cause.

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Section 2. All members shall abide by the Society's Constitution, these bylaws and the Code of Ethics of the National Society.

Section 3. Membership in the Society imposes the obligation to uphold the honor and dignity of the engineering profession. It is therefore required of members to be familiar with ethical and legal standards and observe them, aid in preventing violations by others and be familiar with the Society's policies and procedures relating to handling of alleged violations.

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Section 4. Violation of the Society Constitution and Bylaws, or Code of Ethics, or conviction of a felony shall be considered as just cause for discipline.

Section 5. Members shall be identified by chapter area and classified as in good standing or delinquent according to the status of their dues payments.

Section 6. A member shall be considered in good standing if their dues are remitted per the guidelines established by the National Society and shall be included on the mailing list for receiving publications issued by the Society. If the dues of any member remain unpaid past June 30, they shall be dropped from the rolls as a member and cannot be reinstated prior to January 1 of the following year except by payment of the current year's dues. Readmission after January 1 of the following year will require payment of the dues required of a new member per section 1 of this bylaw.

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BYLAW 2 - DISCIPLINE

Section 1. Charges or complaints of alleged violations of the Code of Ethics or of laws and regulations governing the profession may be filed in writing by anyone having factual knowledge of the matter. Charges concerning the Constitution and Bylaws shall be filed by a member in good standing. Each member is required to render written reports of knowledge he has of alleged violations of the Code of Ethics. Such charges may be filed with the State Society secretary or with the chairman of the Ethical Practices Committee of the Society or of a chapter.

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Section 2. An initial informal investigation of alleged violations will be made by the Ethical Practices Committee of the chapter concerned. When such informal investigations indicate that a formal investigation is advisable, the Society president shall direct the Society Ethical Practices Committee to conduct a formal investigation and recommend whether or not a hearing is warranted.

Section 3. Hearings will be conducted by the Executive Committee or, at the Board's discretion, by a Hearing Commission of not less than three past presidents appointed by the president. In the event a Hearing Commission is employed, it shall make recommendations to the Executive Committee and the Executive Committee shall render a decision in the matter.

Section 4. The accused shall have the right to appeal the decision to the Board, in which case the Executive Committee members who sat earlier shall not participate in the appeal proceedings.

Section 5. A two-thirds vote of the Executive Committee, or the Board in an appeal shall be necessary to a finding sustaining a charge or charges. Thereafter the penalty shall be determined by a majority vote.

Section 6. Disciplinary action may be taken by the Society against a member who resigns his membership after charges of unethical conduct have been filed against such member, in which case the former member shall have the same rights of defense and procedure as prescribed for members in good standing. In the case of resigned members, the Society may issue a notice of censure or prescribe that the Society records show that such member shall not be eligible for membership for a stipulated number of years, or indefinitely, and may publish its findings.

Section 7. If a professional engineer is charged who is not a member, they will be advised of the charges and offered the service of the Society in investigating and adjudicating the charges. If they consent, the case will be handled in the established manner.

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Section 8. The person who filed the charges will be notified of the final decision and it shall be published in the official publication of the Society unless the Executive

Committee or the Board determines that justice would be better served by withholding publication.

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Section 9. The Board shall adopt and publish a policy and procedures to govern the handling of disciplinary matters. The procedures shall provide for due process, representation by counsel, cooperation and exchange of information with and recommendations to the State Registration Board, recording and disposition of records, for use of advisory counsel by the Society and cooperation with other state societies and the National Society.

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### BYLAW 3 - CHAPTERS

Section 1. The State of Alabama shall be divided into chapter areas with territorial boundaries as follows:

- a. Auburn Chapter - All of Clay, Coosa, Randolph, Tallapoosa, Chambers, Lee, Macon, and Russell Counties.
- b. Birmingham Chapter - All of Walker, Jefferson, Shelby, Blount, Talladega, and St. Clair Counties.
- c. Decatur Chapter - All of Limestone, Cullman, Morgan, and Lawrence Counties.
- d. Northeastern Alabama Chapter - All of Cleburne, DeKalb, Cherokee, Etowah, and Calhoun Counties.
- e. Mobile Chapter - All of Choctaw, Clarke, Monroe, Escambia, Washington, Mobile, Conecuh, and Baldwin Counties.
- f. Montgomery Chapter - All of Wilcox, Chilton, Bullock, Dallas, Autauga, Elmore, Lowndes, and Montgomery Counties.
- g. Muscle Shoals Chapter - All of Marion, Winston, Lauderdale Colbert, and Franklin Counties.
- h. Southeastern Alabama Chapter - All of Butler, Crenshaw, Covington, Pike, Barbour, Coffee, Dale, Henry, Geneva, and Houston Counties.
- i. Tuscaloosa Chapter - All of Lamar, Fayette, Bibb, Perry, Sumter, Greens, Hale, Marengo, Pickens, and Tuscaloosa Counties.
- j. Huntsville Chapter - All of Madison, Jackson, and Marshall Counties.

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Section 2. A group of members may organize within the provisions of the Constitution and Bylaws of the Society and may upon application to the Board, receive a charter

from the Society and then be known as a chapter of the Society. A charter may be issued upon approval of an application by the Board and shall be signed by the president and the secretary of the Society.

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Section 3. In advance of the Society's annual meeting each chapter shall elect officers and directors as required. The secretary of each chapter shall send a report of such election results to the secretary of the Society at least 30 days prior to the date fixed for the annual meeting.

Section 4. The chapters shall be divided into the following districts:

<u>North</u>	<u>Central</u>	<u>South</u>
Muscle Shoals	Tuscaloosa	Montgomery
Decatur	Birmingham	Auburn
Huntsville	<u>Northeastern Alabama</u>	Southeastern Alabama
		Mobile

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Section 5. The Board may authorize and issue charters for student chapters at engineering colleges or institutes of technology. Rules and regulations for the organization and operation of student chapters shall be determined by the Board and shall be established according to the policies of the National Society.

Each student chapter shall have a faculty advisor who shall be a member of the Society. The student chapter advisor shall be appointed by the Society through the local chapter concerned, on the recommendation of the dean of the college or school involved.

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Each student chapter shall have a liaison officer from the sponsoring chapter who shall not be directly affiliated with the college or school involved. The liaison officer shall be appointed by the sponsoring chapter.

Section 6. The Board may establish minimum guidelines that chapters must achieve on an annual basis to be classified as active. If the guidelines are not met for 2 years in a row for a particular chapter the chapter can be made inactive by a two-thirds vote of the Board. An inactive chapter will retain the chapter entity until such time as the members in that region vote to dissolve a chapter. During the time a chapter is inactive its members will be reassigned to other neighboring chapters to provide Society services.

**BYLAW 4 - AFFILIATED GROUPS**

Local chapter auxiliaries may be established with approval of the chapter membership. The purpose of an auxiliary shall be to assist in promoting the best interests of the professional engineer and the Society. The auxiliary shall be responsible to the chapter for its policies including ratification of bylaws.

**BYLAW 5 - DUES**

Section 1. The dues shall be assigned per the guidelines established by the National Society. Approval of the dues rate for the State Society shall be determined by the Executive Committee and approved by a majority vote of the Board.

Section 2. Membership grades shall be as defined by the National Society. Additional special membership grades may be established by the State with two-thirds approval by the Board.

Section 3. Chapters may assess dues at a level they deem appropriate to support their activities.

**BYLAW 6 - BOARD OF DIRECTORS**

Section 1. The Board of Directors shall have the direction and general supervision of all matters pertaining to the Society. It shall adopt and monitor a budget and cause the accounts of the treasurer to be audited not less than once each year. It shall determine the salaries of all employees of the Society.

Section 2. The Board shall hold a regular meeting at the time of the annual meeting and at least once each quarter thereafter. Regular meetings can consist of either face-to-face or electronic, such as conference calls or web chat rooms. State director alternates designated by chapter presidents shall be seated after the roll call at each meeting and shall count in the determination of the quorum. Additional alternates from respective chapters may be nominated and approved by a majority of the Board members present, but not considered in determining the quorum.

Section 3. The Board shall provide for and superintend the publication and distribution of all proceedings or transactions of the Society and shall have authority to appoint an editor and publish an official periodical, "The Alabama Engineer", for the Society. All rules and regulations, including changes in the Bylaws, shall be published in the next available edition of "The Alabama Engineer."

Section 4. The Board shall be empowered to invest and reinvest such funds as may be available for the creation of a reserve fund. A three-fourths vote of the Board shall be

**Deleted:** (not including dues prescribed by chapters and the National Society) for membership in the Society shall be as follows:

	First	Regular		
Privileged	Year	Renewal	Life	
Member	\$50.00	\$55.00	\$27.50	N/C
Member (under 30 years of age)	25.00	55.00	N/A	N/A
Senior Associate	50.00	55.00	27.50	N/C
Associate (30 years of age and over)	50.00	55.00	27.50	N/A
Associate (under 30 years of age)	25.00	27.50	N/A	N/A
Surveyor	50.00	55.00	27.50	N/C
Student	7.00	N/A	N/A	N/A

LEGEND: N/C -- No Charge  
N/A -- Not Available

Section 2. Members admitted after March 1 of any fiscal year shall pay dues for the unexpired portion of the year as follows:

March 1 through May 31	75%
June 1 through August 31	50%
September 1 through November 30	25%

Section 3. Statements for annual dues shall be mailed to each member by direct billing before January 1 of each year through the NSPE billing apparatus.

Section 4. A member shall become eligible for Privileged Membership if the member has retired from and/or is full time unemployed from active practice of engineering and:

- Is at least 62 years of age and has paid dues for the five preceding years; or
- Is at least 58-years of age and has been a member for a continuous period of years in accordance with the following table:

Year Joining	Year Privileged	Years of Continuous NSPE	Member Begins NSPE Dues Payment
1955	1979	24	
1956	1981	25	

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required to authorize expenditures from this fund for purposes other than investment.

Section 5. All resolutions, major proposals and recommendations for consideration by the Board or the Society submitted by sources other than Board members or established committees, shall be received in writing by the president at least 30 days before any Board or Society meeting at which action will be taken.

Section 6. The Board shall hold special Board meetings at the call of the president or on the petition of two-thirds of the directors, representing at least three chapters of the Society.

Section 7. A notice of each meeting of the Board shall be distributed to each member of the Board at least ten days prior to the scheduled date thereof. An agenda and copy of each report and resolution to be considered at such meetings shall accompany the notice of the meeting and no other matters shall be considered without the consent of the majority of the members of the Board in attendance.

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BYLAW-7 – EXECUTIVE COMMITTEE

Section 1. As provided in the Constitution, the Executive Committee shall conduct the business of the Society between the Board meetings.

Section 2. The Executive Committee shall meet quarterly at locations elected by the committee.

Section 3. Special meetings of the Executive Committee will be held at the call of the president and such meeting shall be held in Birmingham unless otherwise determined by the Committee. Special meetings may be held at the written request of a majority of the members of the Committee.

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Section 4. For the purposes of transacting business by the Executive Committee, a quorum shall consist of a majority of the Executive Committee members.

Section 5. The president, or in the president's absence a vice president selected by the Executive Committee, shall report to the Board at its meetings all action taken by the Executive Committee, and all recommendations which it may desire to make for action to be taken by the Board.

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BYLAW 8 – LETTER BALLOTS OF THE BOARD

Section 1. The president may at any time direct the secretary to submit any question to the members of the Board by means of a letter ballot.

Section 2. Upon direction of the majority of the members of the Board present at any meeting, where less than all members of the Board are present, the secretary shall submit any question to the members of the Board by means of a letter ballot. In such case the secretary shall submit the question to all members of the Board by letter ballot within one week following the date of the original action. A majority of all votes received within fifteen days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the total members of the Board.

Section 3. In the event of any meeting at which less than all members of the Board are present and the majority vote on any question constitutes less than a majority of all members of the Board, any member of the Board may direct the secretary to submit the question to all members of the Board by means of a letter ballot.

Section 4. A majority of all votes received within 15 days of the mailing of the ballots shall decide the question, provided votes are received from at least two-thirds of the total membership of the Board.

Section 5. The secretary shall record as part of the minutes of the appropriate meeting the data concerning each letter ballot, including the dates of mailing and return of the ballots and the names and votes of all members voting. The secretary shall notify all members of the Board of the results within three weeks of the date of the original request.

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#### BYLAW 9 - DUTIES OF OFFICERS AND DIRECTORS

Section 1. President. It shall be the duty of the president to administer, or cause to be administered, the affairs of the Society during the administrative year. The president shall preside over the Society and Board meetings, and shall make reports to the members of the Society and to the Board as the president deems necessary or desirable. The president shall be an ex officio member of all committees.

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Section 2. President-Elect. The president-elect shall act as president in the president's absence and shall undertake assignments at the request of the president, the Executive Committee, or the Board. The principal activity of the president-elect shall be an examination of the Society and the development of plans for the year in which they will serve as president.

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Section 3. Vice Presidents. In the absence of, or in case of the inability of the president and the president-elect, it shall be the duty of one of the vice presidents, as selected by the Executive Committee, to perform all the duties of the president. Each vice president shall act as liaison officer between the chapters in their district and the Board, and perform such other duties as set forth by the president or the Board.

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Section 4. Treasurer. The treasurer shall be appointed as provided for in the Constitution. It shall be the duty of the treasurer to protect all money and records of accounts of the Society, making an annual report of the receipts and disbursements of the Society. At the Boards direction the treasurer shall obtain a bond to secure the faithful discharge of their duties. The fee for this bond shall be paid out of the treasury of the Society. At the expiration of their term of office, the treasurer shall turn over to the successor treasurer all books, papers, and money belonging to the Society. The successor treasurer shall provide the preceding treasurer a receipt therefor.

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Section 5. Secretary. It shall be the duty of the secretary to determine the proper number of state directors due each chapter based on membership of October each year. The secretary shall keep an accurate record of the proceedings of the Society, and of the Board. The secretary shall maintain a Minute Book at all times which shall contain one copy each of the Articles of Incorporation, Constitution and Bylaws, minutes of all meetings, treasurer's report yearly roster of the members of the Society, most recent audit and a list of the charter members of the Society. The secretary shall inform the president and the Board from time to time of duties to perform at stated times, or at stated intervals. The secretary shall have the responsibility to issue all calls and ballots, conduct the correspondence of the Society and have custody of all books, papers, records and documents of the Society. The secretary shall maintain a complete record of past members of the Board and of chapter officers for the purpose of establishing information for appointment or election. The secretary shall send an up-to-date copy of the Society Constitution and Bylaws to each newly-elected chapter president and member of the Board. The secretary shall maintain a complete record of past and current Constitutions and Bylaws of each chapter. The secretary shall prepare an agenda for all Board and business meetings and send copies to each Board member. The secretary shall record the minutes of each meeting of the Board and Society and distribute copies to each Board member.

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Section 6. Regional Director. The regional director shall be as elected by the Society to represent the Society on the National Society Southeastern Regional Board of Directors, as provided for in the Constitution. The regional director shall reflect the views of the Society as expressed by the Society Board. Regional directors shall serve on the Executive Committee of the Society.

Section 7. Executive Director. The executive director shall be appointed by the Board as provided for in the Constitution. Executive director duties shall be as defined by the Board.

### BYLAW 10 - ELECTIONS

Section 1. The Society Nominating Committee shall canvass each chapter for suggestions for nominees for the offices of president-elect, vice presidents, regional

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directors, and secretary, by directing a written request thereof to each chapter president on or before November 1.

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Section 2. The Nominating Committee's report of its nominees, together with a brief biographical sketch of each nominee, shall be published in the Spring issue of "The Alabama Engineer" or distributed to the membership.

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Section 3. Nominations by petition must be delivered to the secretary three weeks prior to the Winter board meeting in order to be placed on the ballot.

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Section 4. An official ballot, together with a special ballot envelope which shall provide space for the signature and address of the member voting to be affixed thereon, shall be mailed by the secretary to each voting member in good standing on or before March 15. The official ballot shall contain a listing of all offices to be filled and the nominations thereof, and voting shall be limited thereto.

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<#>To oversee the various engineering education of ASPE.¶

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<#>To encourage the implementation of all ASPE policies related to engineering education.¶

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<#>To promote cooperation and communication among all organizational units, within and outside ASPE, interested in improving engineering education.¶

¶  
<#>To provide career guidance for prospective engineers and engineering technicians and technologists.¶

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<#>To stimulate interest in the study of science mathematics and other courses preparatory for engineering school admission.¶

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<#>To advocate high school engineering club and science fair activities.¶

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<#>To cooperate with ABET Guidance Committee activities and stimulate cooperation at the local level.¶

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<#>To be concerned with all problems involving contacts with engineering college students and engineering deans and faculty in the encouragement of student professional development.¶

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<#>To stimulate and aid engineering student professional development through:¶

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<#>The promotion of professionalism instruction in courses and seminars.¶

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<#>The preparation and distribution of pertinent literature and related material.¶

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<#>The promotion of and assistance to student chapters, including the development of professional programs and literature.¶

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Section 5. A valid ballot shall be one which is returned to the secretary in an envelope bearing a postmark date on or before April 15, which date shall be specified on the ballot and which envelope shall bear the signature of the member. Alternate methods (i.e. electronic) for receipt of ballots may be approved by the Board by a majority vote.

Section 6. All valid unopened ballots shall be promptly delivered by the secretary to the Audit and Budget Committee, which shall examine the ballots and report the number of votes cast for each nominee to the secretary on or before April 22. The secretary shall transmit such information to the officers, officers-elect and chapters on or before April 25 and publish same in the next issue of "The Alabama Engineer."

Section 7. The nominee for each office receiving the greatest number of votes cast for such office shall be declared elected to such office.

Section 8. The elected officers shall be known by the title of the office to which elected with the suffix "elect" until they assume the duties of their respective offices.

Section 9. The election of chapter officers and the selection of the chapter representatives on the Board shall be completed on or before April 15 of each year. They shall assume their duties on the first day of the administrative year and shall hold office until their respective successors assume such duties.

### BYLAW 11 - COMMITTEES

Section 1. The Society shall have standing committees to assist in the conduct of Society business. The committees and their duties shall be as follows:

a. Ethical Practices Committee

1. To develop material on ethical standards of the profession for dissemination to the Society and for the use of other engineering organizations.
2. To cooperate with other committees and units of the Society and with other organizations with the purpose of coordinating activities relating to ethics of the engineering profession.
3. To conduct studies of the extent to which ethical standards are being observed and areas which need further educational effort.
4. To conduct a continuing study of desirable revisions to the Code of Ethics for recommendation to the Board.
5. To study and recommend policies to the Board on matters of ethics.

b. Legislative and Governmental Affairs Committee

1. To review input of members, committees, and other engineering organizations and staff on proposed or desirable legislation.
2. To determine most effective ways of influencing legislative decisions.
3. To recommend to the Board those policies and programs by which ASPE legislative activity can be most effective.
4. To develop means of communicating legislative and governmental activities of interest to engineers, members and other organizations.
5. To review and interpret all legal matters pertaining to engineering practice and to legislation and regulations affecting engineering.

c. Membership Committee

1. To bring the purposes and programs of the Society before the entire profession in order to enlist endorsement, support and affiliation.
2. To advise the Society on development of membership campaign material.
3. To cooperate with and advise member chapters and their membership committees an effective methods of increasing membership.

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¶<#>To develop and distribute material for the assistance of local chapters in the observance of Engineers Week.¶

¶<#>To stimulate and supervise coverage and recognition of Engineers Week in all: media.¶

¶<#>To supervise all aspects of Engineers Week observance.¶

¶<#>Public Relations Committee¶

¶<#>To conduct a planned publicity campaign through newspapers and other recognized media to cultivate a favorable reaction from the public on behalf of the engineering profession.¶

¶<#>To inform the public on the high qualifications engineers, the importance of their services to human progress, the requirements of registration, proper methods of selecting engineering services, and the desirability of appointing engineers in public councils and in executive and administrative positions.¶

¶<#>To educate engineers and the public as to the meaning and proper use of the term "Professional Engineer."¶

¶<#>To secure credit for engineers in connection with the works designed and executed by them.¶

¶<#>To stimulate engineering leadership in civic problems and public affairs.¶

¶<#>To correspond and confer with public officials and government agencies on behalf of the profession in matters affecting the interest of the engineer.¶

¶<#>To educate the public on the correct place and attitude of the engineer in national economic problems.¶

¶<#>To secure for the profession its rightful place in social and economic readjustment, planning and progress.¶

¶<#>To keep the membership continuously informed as to the policies and practices and the values of membership in the Society.¶ (... [3])

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4. To advise the Society on development of desirable member services including but not limited to insurance.

d. Audit and Budget Committee

1. To study the financial structure of the Society.
2. To prepare and present to the Board, for its approval, a budget for the control of expenditures of money by the Society (see also Bylaw 20).
3. To review the approved budget and the records of expenditures being made by the Society.
4. To call attention of the Board to any expenditure over those provided for in the budget.
5. To recommend to the Board ways and means for improving the financial condition of the Society.
6. To present to the Board, for its approval, recommendations concerning insurance and retirement or other employee benefit programs for staff personnel.
7. To audit all financial records of the Society at least annually (see also Bylaw 20).
8. To count ballots cast in elections conducted by the Society.

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<#>To exercise general direction of the publication, editorial and advertising policies of "The Alabama Engineer" and other recurring publications of the society.¶

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2. To serve as consultant and advisor to the officers, Board and "The Alabama Engineer" staff in all planning, financing and editing of all recurring publications.¶

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e. Constitution and Bylaws Committee

1. To maintain a continuing study of the Constitution and Bylaws and the application of the provisions thereof.
2. To receive and initiate suggestions for amendment to the Constitution and Bylaws.
3. To study carefully all suggestions for revision and submit recommendations thereon to the Board.
4. To act in an advisory capacity to the officers and committees of the Society and the chapters in interpreting the provisions of the Constitution and Bylaws.
5. To study the administrative policies and recommend upon those which would more effectively be formed as Bylaws.

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f. Nominating Committee

The duty of the Nominating Committee shall be to prepare annually a slate of nominees for Society offices as required in Article VIII of the Constitution and Bylaw 10.

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g. Committee of Past Presidents

The duties of the Committee of Past Presidents shall be as defined by the Board.

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Section 2. Special committees as may be required shall be appointed by the president and their duties shall be identified by the Board.

Deleted: n. Sustaining Firm Organization Committee¶  
The duties of the Sustaining Firm Organization Committee shall be as defined by the Board (see also Bylaw 22).¶

Section 3. The chairman and members of all committees, except the Executive Committee, Nominating Committee and the Committee of Past Presidents, shall be appointed by the president-elect for a period of one year and shall be designated prior to the beginning of the Administrative year in which they are to serve. Whenever the scope and duties of any committee warrant, the president shall appoint additional members to serve on the said committee.

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Section 4. All committees may make annual reports to the Board and the Society. The president may call for reports at each Board meeting or at any other time.

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Section 5. It shall be the policy of the Society to cooperate to the fullest extent with other organized groups of engineers within the state, and the Board shall, from time to time, provide for the formation of joint committees for the promotion of measures in harmony with declared objectives of the Society.

Section 6. No committee shall commit the Society without specific authorization from the Board.

Section 7. Further explanations on the various types of committees and their responsibilities can be found in the Bylaws of the National Society.

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BYLAW 12 - ORDER OF BUSINESS

Section 1. The order of business at meetings of the Board shall be:

- a. Roll Call
- b. Seating of Alternate Directors
- c. Reading of Minutes of Previous Meeting
- d. Financial Report
- e. Reports
- f. Unfinished Business
- g. New Business
- h. Adjournment

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e. Reports of Officers ¶

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h. Financial Report¶

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Section 2. ~~A suggested~~ order of business at the annual meeting ~~is~~:

- a. Roll Call
- b. Reading of the Minutes of Previous Annual Meeting
- c. Report of Audit and Budget Committee
- d. Reports ~~e.~~ Unfinished Business
- ~~f.~~ Installation of Officers-Elect
- ~~g.~~ New Business
- ~~h.~~ Adjournment

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e. Reports of Committees[]  
f. Practice Divisions[]  
g. Reports of Chapter3[]  
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Section 3. Robert's Rules of Order, revised, shall govern matters of parliamentary procedure of the Society.

### BYLAW 13 - PERSONAL AND PROFESSIONAL ETHICS

No discussion concerning the ethics of any person or persons shall be held during an open meeting. Matters regarding the ethics of any person(s) shall be referred to the Ethical Practices Committee and may be discussed only in executive session.

BYLAW 14 - MEETINGS

Section 1. The annual meeting of the Society shall be held between May 1 and July 31. The Society shall hold a fall business meeting each year prior to December 1.

Section 2. The Board shall hold one of its regular meetings in connection with the annual meeting of the Society and shall ~~meet~~ not less than two times each year, at times and places to be determined by the Board. The following shall serve as a guide for the setting of Board meeting dates.

<u>Meeting</u>	<u>Month</u>
Winter	January ( )
Spring	April
Summer	June ( <u>or in conjunction with the Society's annual meeting</u> )
Fall	<u>September</u>

Section 3. ~~annual meetings shall be sponsored jointly by the Society Board and a host region. Host regions shall be the Central, North and South and shall be rotated alphabetically. Any new regions will be included in the rotation provided they exist at least eighteen months before their scheduled turn.~~

Section 4. If a region is unable to serve as host, it may be relieved of the responsibility by the Board provided a written request is received at least eighteen months in advance. When this happens, the next region in line shall become host, or in the absence of a host region the president may appoint an Annual Meeting Committee. Membership of the committee may be independent of the scheduled host region for that administrative year. The Annual Meeting Committee shall plan and prepare for the Society's annual meeting, and report to the Board. When convened by the president, the president-elect shall chair the Annual Meeting Committee.

Section 5. The Board shall:

- a. provide assistance in arranging the technical program
- b. handle arrangements for exhibitors other than facilities
- ~~c. preparation and control of the budget, including receipt and disbursement of all funds.~~
- d. preparation of announcements, programs and printed materials
- e. address and mail all volume correspondence.

Section 6. The host region shall be responsible for all other aspects of the annual meeting, including:

- a. ~~planning and arranging all technical and social activities, accommodations and transportation.~~

Section 7. Profits shall be allocated at the discretion of the host region, provided at least 50% go to the Society treasury. In the absence of a host region, profit allocation

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shall be as recommended by the Annual Meeting Committee, with approval of the Board.

#### BYLAW 15 – STANDARD PROCEDURES

Section 1. It shall be the responsibility of the Board to maintain a handbook, as necessary to supplement the NSPE State and Chapter Handbook, which shall include standard operating procedures covering the following:

- a. Awards
- b. Treasury Department
- c. Secretarial Department
- d. Executive Secretarial Department
- e. Secretarial Service
- f. Depository

Section 2. The handbook shall contain samples of statements, expense accounts, ballots and other forms, which are to be used in the administration of the Society.

#### BYLAW 16 – POLICY STATEMENTS

Statement of policy for publication in the name of the Society shall receive the prior approval of the Board. Communications, other than to members of the Society, in the name of the Society shall be signed by only the officers, or by other persons authorized in writing to do so by the Board.

#### BYLAW 18 – EXPENSES OF OFFICERS AND DIRECTORS

Section 1. The expenses of designated Society officials attending regularly scheduled national meetings shall be approved for reimbursement by the Executive Committee for each specific meeting and shall be within the approved Society annual budget. The reimbursement to each such official shall be in accordance with the guidelines established by the Board, less any reimbursement by the National Society. Amounts not requiring Board approval are as follows:

- a. Twenty dollars per each meeting day,
- b. Actual cost of room for time necessary to attend meeting, and
- c. Cost of travel as
  1. Economy rate if by air, or
  2. Twenty cents per mile over shortest usually traveled route if by private auto, limited to the economy rate by air.

**Deleted:** BYLAW 17 - ROSTER¶

**Deleted:** A roster showing the names and addresses of all members of the Society shall be published in "The Alabama Engineer" at least one time during each administrative year.¶

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Section 2. The approved national meetings and designated officials are as follows:

- a. NSPE Annual Meetings - Executive director, or alternate,
- b. NSPE Practice Divisions - chairmen of state practice divisions
- c. NSPE Presidents Annual Meeting - Society president-elect.

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Section 3. Travel to any other meeting by any member of the Society for which reimbursement is desired shall be authorized in advance by the Board before expenses may be allowed. When authorized, the expenses shall be approved and reimbursed as described above.

### BYLAW 19 - PRACTICE DIVISIONS

Section 1. The Board may authorize the establishment of practice divisions, each being comprised of members having common interests and objectives, to operate under the Constitution and Bylaws of the Society. The Board shall define the scope of activities and the sphere of interests of each division.

Section 2. Practice division activities shall provide effective forums for discussion and united action on the part of the members, grouped according to type of professional employment. They shall provide for the enhancement and the betterment of professional recognition and status, conditions of employment, and other matters of mutual welfare.

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Section 3. Participation in any state level practice division shall be open to members of the Society having professional interests and objectives in common with the respective division.

Section 4. The officers of each practice division shall include a chairman, vice-chairman and secretary. Officers shall be selected by the practice division participants at a general meeting held at the same general time as the annual meeting of the Society and shall hold office for a period of one year or until replaced by the division.

Section 5. Officers shall assume the duties usually performed by similar officers in the same positions, subject to practice division rules as approved by the Board.

Section 6. The officers shall constitute the Practice Division Executive Committee (PDEC), which shall have the authority to maintain contact with similar practice divisions in the chapters and in other state societies, conduct business and activities of the divisions between general meetings, and make necessary arrangements for the general meeting.

Section 7. Each practice division may conduct at least one general meeting each year at the time and place of the annual meeting of the Society. The PDEC may hold

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meetings in addition to the annual meeting. Meetings of the PDEC shall be open to division participants.

Section 8. When considered necessary for promoting or forwarding its objectives, any practice division may establish a fund, the method of securing which shall be approved by the Board. The treasurer of the Society shall be the custodian of all division funds, the expenditures of which shall be subject to the approval of the PDEC.

Section 9. Minutes shall be kept of all meetings of practice divisions and of the PDEC, and copies thereof shall be filed in the book of minutes of the Society as soon as possible after the close of such meetings. An annual report of each division's activities, including financial statement, officers, etc., shall be made to the Board.

Section 10. Each practice division chairman shall act as a non-voting member of the Board and shall be permitted to present and discuss the division's business under the normal rules of procedure. When the chairman otherwise serves on the Board, he shall then designate another member of the division to serve in his stead.

Section 11. All proposed programs, including activities to formulate or to implement existing policy, shall be approved by the Board. All public statements, recommended policy action, or any action affecting other practice divisions or other segments of the Society shall be processed and released in accordance with the regular procedures of the Society.

Section 12. The Board shall either adopt without major modification, reject, or return for further consideration, any recommended policy or statement submitted for approval by a practice division.

Section 13. The Board may dissolve any practice division upon request of that division, or if a division fails to comply with the Constitution and Bylaws or the policies of the Society.

Section 14. Practice divisions serving the Society shall be as [defined by the National Society Bylaws](#).

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- Deleted: a. Professional Engineers in Construction¶
- b. Professional Engineers in Education¶
- c. Professional Engineers in Government¶
- d. Professional Engineers in Industry¶
- e. Professional Engineers in Private Practice.

### BYLAW 20 - AUDITS AND BUDGETS

Section 1. The treasury accounts and records and secretarial papers shall be audited at the end of the administrative year by the Audit and Budget Committee. The committee shall record and witness delivery of the financial records, monies and other physical properties from the outgoing administration to the incoming administration.

Section 2. The Audit and Budget Committee shall prepare a Society budget for the following fiscal year and submit it to each member of the Board at least 10 days prior to the Summer Board meeting, at which time it will be reviewed and approved.

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### BYLAW 21 - ADMINISTRATIVE AND FISCAL YEARS

Section 1. Effective July 1, 1983, the fiscal year of the Society shall be from July 1 through June 30.

Deleted: Until the effective date, fiscal years shall continue to correspond with the calendar year, except for the period January 1 through June 30, 1983, which will be considered the fiscal year 1983. Fiscal year 1984, consisting of the period July 1, 1983, through June 30, 1984, will be the first full year following the effective date.

Section 2. Effective July 1, 1983, the administrative year of the Society shall be from July 1 through June 30.

Section 3. Budgets shall be prepared for full fiscal years. A summary copy of the approved budget shall be published in the next available issue of "The Alabama Engineer".

### BYLAW 22 - SUSTAINING PARTNER FIRMS

Section 1. Participation in the Sustaining Partner Firm Program shall be available to those firms which have evidenced support to the objectives of the Society. The program shall function under the Constitution and Bylaws of the Society.

Deleted: Officers serving terms beginning with the close of the June 1982 annual meeting shall serve through June 30, 1983 to ensure an orderly transition to the new date.¶

Section 2. The Sustaining Partner Firm Committee shall be responsible for recommending to the Board the acceptance and the annual renewal of firms participating in the program. The Board may appoint a Sustaining Partner Firm liaison for such firms when the Board deems necessary or beneficial to the Society.

Deleted: To facilitate a smooth transition to the new fiscal year defined in Bylaw 219 the fiscal year 1983 budget will be prepared (and approved at the January 1983 Board Meeting) for the six month period January 1 through June 30, 1983. Budgets thereafter shall be prepared for full fiscal years. A summary copy of the approved budget shall be published in the next available issue of "The Alabama Engineer." .¶

Section 3. The annual fee for sustaining firms shall be as recommended by the Sustaining Partners Committee, with approval of the Board.

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### BYLAW 23 – AMENDMENTS

These bylaws or any part thereof may be amended as provided in the Constitution.

### BYLAW 24 – SUSPENSION OF BY LAWS

Any section of these bylaws or part thereof may be suspended for a specific purpose, and for the duration only of the meeting at which such action is taken, by two-thirds of the votes represented by the accredited delegates or members of the Board, as the case may be, present at any meeting.

## BYLAW 25 - ASPE POLITICAL ACTION COMMITTEE

Section 1. The name of the committee is the Alabama Society of Professional Engineers - Political Action Committee, hereafter referred to as the ASPE-PAC. ASPE-PAC is a voluntary, nonprofit, unincorporated committee of engineers and others.

Section 2. The purpose of the committee is to make contributions to candidates for local and state public office (without regard to party affiliation) who by their acts have demonstrated interest in the services of engineers in matters of public interest.

Section 3. The committee is established pursuant to the laws of the State of Alabama. The committee is not affiliated with a political party a specific candidate for election and may, within the limits of the applicable law do all things necessary or desirable for the attainment of its stated purpose.

Section 4. The duration of the committee is perpetual, but it may be dissolved at any time by the written consent of its Trustees. Any funds in the ASPE-PAC treasury at the time of dissolution shall become the property of the Society.

Section 5. The affairs of ASPE-PAC shall be conducted in accordance with the laws of the State of Alabama, this bylaw, and policies as may be determined by the Trustees.

Section 6. The principal office of ASPE-PAC is located in Birmingham, Alabama.

Section 7. The governing body of ASPE-PAC is the Board of Trustees, herein called the Trustees. The Trustees shall consist of six members, all of whom must be professional engineer Members of ASPE-PAC. Initially, the Trustees are to be selected by the president of the Society. Thereafter, they are to be elected as provided under Section 12 of this bylaw. The term of office for each Trustee is three years. Initially two trustees are to be designated to serve three years, two to serve two years, and two to serve one year. A vacancy among the Trustees is to be filled for the balance of the term by the remaining Trustees.

Section 8. The officers of the committee are the chairman, vice-chairman, secretary-treasurer, and assistant secretary-treasurer, all of whom are to be elected annually by the Board of Trustees and shall serve until a successor is named. An officer shall execute the duties required by the laws of the State of Alabama and other duties as are normally associated with the office.

Section 9. The Trustees may appoint advisory committees on a local, regional or state basis, to serve at the pleasure of the Trustees.

Section 10. The Trustees may appoint employees necessary to properly carry out the purpose of ASPE-PAC. Employees are to serve at the pleasure of the Trustees. Compensation of employees is to be determined by the Trustees.

Section 11. The Trustees shall hold a meeting not less than once a year at such time and place as may be determined by the chairman. The Trustees may act by letter ballot between its annual meetings.

Section 12. The Trustees shall appoint a nominating committee from among the members of ASPE-PAC, who shall nominate professional engineer members of ASPE-PAC as Trustees. The nominating committee may not nominate one of its own members as a Trustee. Upon the written petition of twenty-five or more members of ASPE-PAC, the name of an additional nominee for Trustee is to be placed on the official ballot. The official ballot is to be mailed to all voting members of ASPE-PAC not later than November 15 each year in which Trustees are to be elected and must be returned by December 15 for counting. Election shall be by plurality vote.

Section 13. The fiscal and administrative year of ASPE-PAC is to be the calendar year, namely January 1 through December 31.

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Section 14. This bylaw may be amended by a majority vote of the members. As proposed by the Trustees or by petition of twenty five or more members of ASPE-PAC.

Adopted \_\_\_\_\_

Last Amended \_\_\_\_\_

(not including dues prescribed by chapters and the National Society) for membership in the Society shall be as follows:

	First Year	Regular Renewal	Privileged Renewal
Life			
Member	\$50.00	\$55.00	\$27.50 N/C
Member (under 30 years of age)	25.00	55.00	N/A
Senior Associate	50.00	55.00	27.50
Associate (30 years of age and over)	50.00	55.00	27.50
Associate (under 30 years of age)	25.00	27.50	N/A
Surveyor	50.00	55.00	27.50
Student	7.00	7.00	N/A

LEGEND: N/C -- No Charge  
N/A -- Not Available

Section 2. Members admitted after March 1 of any fiscal year shall pay dues for the unexpired portion of the year as follows:

March 1 through May 31	75%
June 1 through August 31	50%
September 1 through November 30	25%

Section 3. Statements for annual dues shall be mailed to each member by direct billing before January 1 of each year through the NSPE billing apparatus.

Section 4. A member shall become eligible for Privileged Membership if the member has retired from and/or is full time unemployed from active practice of engineering and:

- Is at least 62 years of age and has paid dues for the five preceding years; or
- Is at least 58-years of age and has been a member for a continuous period of years in accordance with the following table:

Year Joining NSPE	Year Privileged Member Begins	Years of Continuous NSPE Dues Payment
1955	1979	24
1956	1981	25
1957	1983	26
1958	1985	27
1959	1987	28

1960	1989	29
1961	1991	30

One-half of dues shall be paid annually until membership requirements are met. Application for Privileged Membership shall be made personally by the member's chapter, or by the member's state society.

Section 5. A member shall become eligible for Life Membership with waiver of dues if the member has retired from a full-time employment and/or active practice of engineering and:

- a. Is at least 58 years of age and has been a member for a continuous period of 30 years; or
- b. Is at least 65 years of age and has been a member for a continuous period of years in accordance with the table in Section 4 above.

Application for Life Membership may be made personally by the member's chapter, or by the member's state society. Each Life Member shall be given an option in writing annually to contribute to NSPE.

Section 6. After five years of continuous membership, an application for waiver of one-half dues, and after ten years an application for waiver of full dues, because of disability of a total and permanent nature, may be made by a member in writing. Such application, if approved by the chapter and the Society, shall be submitted to the National Society for final approval.

Section 7. Upon receipt of a bachelors degree in engineering or land surveying, Student Members in good standing shall be advanced without filing an application to the next higher membership grade for which qualified, except that graduate students may retain Student Membership by written request to the Society.

a. Engineering Education Committee

1. To oversee the various engineering education of ASPE.
2. To encourage the implementation of all ASPE policies related to engineering education.
3. To promote cooperation and communication among all organizational units, within and outside ASPE, interested in improving engineering education.
4. To provide career guidance for prospective engineers and engineering technicians and technologists.

5.To stimulate interest in the study of science mathematics and other courses preparatory for engineering school admission.

6.To advocate high school engineering club and science fair activities.

7.To cooperate with ABET Guidance Committee activities and stimulate cooperation at the local level.

8.To be concerned with all problems involving contacts with engineering college students and engineering deans and faculty in the encouragement of student professional development.

9.To stimulate and aid engineering student professional development through:

a.The promotion of professionalism instruction in courses and seminars.

b.The preparation and distribution of pertinent literature and related material.

c.The promotion of and assistance to student chapters, including the development of professional programs and literature.

b.Engineering Technicians and Technologists Committee

1.To promote the engineering team concept by maintaining a continued liaison with the American Society of Certified Engineering Technicians, the Institute for the Certification of Engineering Technicians, and the Engineering Technologist Certification Institute.

2.To interface the functions of the engineering team members.

3.To provide for the development and publication and distribution of materials concerning engineering technicians and technologists.

4.To initiate studies and other activities concerning the relationships of engineering technicians and technologists with professional engineers.

5.To recommend programs for the promotion of the certification of engineering technicians and technologists.

6.To identify and arrange for implementation on a cooperative basis with ASCET professional development programs for engineering technicians and technologists.

7.To facilitate ASPE/ASCET cooperation on legislative and governmental matters affecting engineering team members at national, state and local levels.

8.To identify and facilitate ASPE/ASCET cooperation in other areas of mutual interest.

e.Enginers Week Committee

1.To develop and distribute material for the assistance of local chapters in the observance of Engineers Week.

2.To stimulate and supervise coverage and recognition of Engineers Week in all: media.

3.To supervise all aspects of Engineers Week observance.

f.Public Relations Committee

1.To conduct a planned publicity campaign through newspapers and other recognized media to cultivate a favorable reaction from the public on behalf of the engineering profession.

2.To inform the public on the high qualifications engineers, the importance of their services to human progress, the requirements of registration, proper methods of selecting engineering services, and the desirability of appointing engineers in public councils and in executive and administrative positions.

3.To educate engineers and the public as to the meaning and proper use of the term "Professional Engineer."

4.To secure credit for engineers in connection with the works designed and executed by them.

5.To stimulate engineering leadership in civic problems and public affairs.

6.To correspond and confer with public officials and government agencies on behalf of the profession in matters affecting the interest of the engineer.

7.To educate the public on the correct place and attitude of the engineer in national economic problems.

8.To secure for the profession its rightful place in social and economic readjustment, planning and progress.

9.To keep the membership continuously informed as to the policies and practices and the values of membership in the Society.

g.Chapter Development Committee

- 1.To recommend more effective means of communications between the Society and the individual member.
- 2.To recommend the most effective type(s)of chapter line organizations to best serve the mutual interests of the Society and the individual members.
- 3.To assist newly-elected chapter officers in setting up their programs and becoming acclimated to their jobs.
- 4.To draft and recommend to the chapters the use of programs designed to generate more interest in activities at all Society levels.
- 5.To maintain a continuing interest in Society activities, at all levels, throughout the year.
- 6.To keep chapter committees informed concerning the programs and activities of Society committees.
- 7.To recommend to the chapters the use of unusual tools as these are developed and used effectively by the various chapters.